



## Inspectional Services Department

John D. Lojek, Commissioner  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449  
Telephone: (617) 796-1060  
Fax: (617) 796-1086  
[www.ci.newton.ma.us](http://www.ci.newton.ma.us)

Building/Zoning Inspectors  
(617) 796-1060  
Zoning Board of Appeals  
(617) 796-1065  
Plumbing and Gas Division  
(617) 796-1070  
Electrical Division  
(617) 796-1075  
TDD/TTY  
(617) 796-1089

### Plan Submittal for New Construction or Renovation Effective February 1, 2013

All plans, documents and/or specifications larger than 8 ½ x 11 and/or more than 3 pages submitted with a building permit application for new construction, additions or renovations shall be in the following format:

- (1) Set of plans on paper and
- (1) CD with a full set of plans, including all necessary stamps and signatures. (Plans shall mean: architectural, civil, fire, drainage, surveys and any corresponding reports)

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- All documents must be in PDF format
- Each CD must contain separate PDF files for each of the following:
  - Structural
  - Architectural
  - Drainage
  - Survey
- Within each file all related pages must be combined into a single PDF file and named accordingly (make sure the documents are scrollable, not separate pages).
- All necessary stamps and signatures must be visible on all related pages/documents.

Questions, please call the Inspectional Services Department at (617) 796-1060.